



Cambrian School District

Community Use of District Facilities

Welcome

The Cambrian School District is proud to make its schools and facilities available for community use when they are not needed for educational programs. Our schools are valuable community assets, and we recognize their important role in supporting youth programs, recreation, educational enrichment, civic engagement, and community activities.

We value the many organizations that have partnered with the District over the years and appreciate their contributions to our students, families, and schools. At the same time, we have a responsibility to ensure that District facilities remain safe, well-maintained, and available to support our primary mission of educating students.

This policy is intended to provide a fair, transparent, and consistent process for community use of District facilities while protecting public resources and ensuring responsible stewardship of taxpayer-funded property.

Purpose

The purpose of this policy is to:

- Support educational, recreational, civic, and community activities.
- Prioritize District instructional programs and student activities.
- Ensure equitable access to District facilities.
- Recover operational costs associated with community use.
- Protect District property and public investments.
- Promote safe and responsible use of school facilities.

Priority of Facility Use

District facilities shall be scheduled according to the following order of priority:

Priority 1

District instructional programs, school activities, athletics, childcare programs, and official District functions.

Priority 2

School-connected organizations supporting District programs, including Home & School Clubs, booster organizations, and other Board-approved school support organizations.



Priority 3

Government agencies and public entities.

Priority 4

Youth-serving nonprofit organizations that provide educational, recreational, or enrichment opportunities for children and families.

Priority 5

Community nonprofit organizations.

Priority 6

Private organizations, commercial entities, religious organizations, and other groups permitted under applicable law.

The District reserves the right to modify, relocate, or cancel any reservation when necessary to support District operations or student programs.

Facility Reservations

All facility reservations must be submitted through the District's online reservation system, Facilitron.

Reservations are not considered approved until:

- The application has been reviewed and approved;
- Required insurance documentation has been received;
- Applicable fees have been paid, and
- All required permits and documentation have been submitted.

Verbal agreements or informal arrangements do not constitute an approved reservation.

Required Documentation

Organizations requesting use of District facilities may be required to provide:

- Certificate of General Liability Insurance meeting District requirements;
- Additional Insured endorsement naming Cambrian School District;
- Organization contact information;
- Event description and schedule;
- Estimated attendance;
- Designated on-site supervisor;
- Emergency contact information;
- Any permits or licenses required by law.



Additional documentation may be requested depending on the nature of the event.

Facility Use Fees

The Board of Trustees establishes facility use fees to recover the costs associated with community use of District facilities.

Fees may include:

- Facility rental
- Custodial services
- Utilities
- Security
- Specialized staffing
- Equipment usage
- Administrative processing

Current fees are published on the District's website and through Facilitron and are reviewed periodically by the District.

The District may negotiate facility use agreements with long-standing community partners whose programs directly benefit Cambrian students or who have historically contributed to the maintenance or improvement of District facilities.

Responsibilities of Facility Users

Organizations using District facilities are expected to:

- Supervise all participants and spectators.
- Leave facilities clean and in the same condition in which they were received.
- Respect neighboring residents.
- Follow all District policies and staff directions.
- Use only the areas approved in the reservation.
- Report any accidents or property damage immediately.
- Comply with all applicable federal, state, and local laws.

Organizations are financially responsible for damages caused during their use.

Prohibited Activities

The following are prohibited on District property unless specifically authorized by law or the Board of Trustees:

- Alcohol
- Tobacco products



- Vaping products
- Illegal drugs
- Firearms or weapons
- Gambling
- Open flames or fireworks
- Overnight camping
- Activities that interfere with school operations
- Activities that present unreasonable safety or liability risks

Insurance and Safety

All users must maintain insurance coverage as required by the District.

The District may require additional security personnel, custodial staff, or other support services based on the size or nature of the event. Associated costs shall be the responsibility of the user.

Community Partnerships

The Cambrian School District values long-standing partnerships with organizations that enrich opportunities for students and families.

Organizations requesting recurring or long-term use of District facilities may be asked to enter into a Memorandum of Understanding (MOU) or Facility Use Agreement outlining shared expectations regarding:

- Scheduling
- Insurance requirements
- Facility maintenance
- Communication
- Cost recovery
- Stewardship of District property

These agreements help ensure consistency, transparency, and mutually beneficial partnerships.

District Authority

The Superintendent or designee has the authority to:

- Approve or deny facility use requests;
- Determine applicable fees;
- Require staffing or security;
- Modify reservations due to operational needs;
- Suspend or revoke facility use privileges for violations of District policies or agreements.



Failure to comply with District requirements may result in the cancellation of reservations, the assessment of damages, or the loss of future facility use privileges.

Questions

Buildings & Grounds Department
Cambrian School District
4115 Jackson Drive
San Jose, CA 95124
Phone: (408) 377-2104

Facility reservations are processed through Facilitron:

<https://www.cambriansd.org/departments/buildings-grounds/facilities-usage-facilitron>